

JOIN OUR TEAM

Assistant Director, Amesbury Public Library

The City of Amesbury (estimated population 18,000), a dynamic Merrimack Valley community rich in tradition with a vibrant and expanding economic base, is seeking a strong candidate to serve as the City's Assistant Director for the Amesbury Public Library. The Assistant Director for the City of Amesbury's Public Library provides administrative and professional support to the Library Director in all aspects of library operation including, management of social media and marketing, adult programming, and managing the day-to-day operations of reference and circulation staff.



Essential Duties and Responsibilities: *The essential functions or duties listed below are intended only as examples of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

- Supervise daily tasks of reference and circulation staff.
- Provide reference and circulation desk coverage for meal breaks.
- Update, and keep current, the internal workflow documentation for department staff and train employees on any updated or new policies and procedures.
- Implement and manage new services and initiatives.
- Manage all circulation desk reports.
- Maintain library statistics for state reports.
- Prepare and maintain individual departments daily schedules, including managing all staff time off requests using the scheduling software When to Work.
- Schedule and conduct orientation and training of all new staff.
- Plan, implement and market (with the help of the reference staff) a robust programming series for adults ages 18+ including the annual summer program. Manage the program budget and all performer relationships and contracts.
- Oversee all social media accounts, keep social media plan updated, and coordinate with the City Communications Director when appropriate.
- Collection development for one or more adult collections, including managing the collection budget as well as weeding and maintenance.
- Represent the library at professional workshops and conferences.
- Responsible for all library operations in the absence of the Library Director.
- Other duties as assigned.

Supervision: Under the general direction of the Library Director, the Assistant Director follows established department general rules, regulations, policies, and procedures of the Amesbury Public Library.

Required Skills and Qualities:

- Strong public service commitment
- Ability to develop effective working relationships with department personnel and with the general public
- High degree of flexibility and the ability to multi-task and frequently change focus
- Effective time management skills
- Excellent oral and written communication skills
- Ability to work as a team member and independently
- Good interpersonal skills, friendly manner, and ability to work in a busy customer service environment
- Excellent computer skills, particularly in O365 environment and Windows operating systems, and software/apps used for marketing (Canva, social media, website design, etc.)
- Familiarity with integrated library systems (Symphony a plus)

Minimum Qualifications: Graduate of a four-year college with a master's degree in Library Science with three (3) years of progressively responsible experience in a public library, including at least one year in a supervisory capacity, preferably in a union environment.

Work Environment and Physical Requirements: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.*

Must be able to handle varying levels of noise and activities. Standing, walking, bending, crouching, seeing, hearing, talking, carrying, climbing, and the ability to lift 50 lbs. is required.

Confidentiality: The employee has regular access to a wide variety of confidential information, including library patron records and borrowing history in accordance with the State Public Records Law

The City of Amesbury is an Equal Opportunity Employer. The City of Amesbury does not discriminate in hiring or employment on the basis of race, color, religion, sex, sexual orientation, gender identity and expression, age, genetic information, national origin, ancestry, disability, veteran status or membership in the armed services, marital status or any other protected category under federal or state law.

- Full time, 35 hours per week
- Salary \$60,000 - \$65,000 per year
- Non-Exempt
- Health, dental and vision insurance
- Retirement plan
- Paid time off
- Professional development opportunities

To apply, please email a cover letter and resume to:
Heather Worrall, Human Resources Coordinator, City of Amesbury
worrallh@amesburyma.gov

To remain posted until filled. Applications submitted prior to 2/22 will have priority.